

# UTAH COUNTIES INSURANCE POOL

## BOARD OF TRUSTEES MEETING

Thursday, July 21, 2011, 12:00 p.m.

UCIP Offices

10980 S. Jordan Gateway, South Jordan

## AGENDA

12:00 Lunch Provided

12:30 Call to Order

Kay Blackwell

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### ITEM

- |    |  |                |
|----|--|----------------|
| 1  | Review/Excuse Board Members Absent   | Kay Blackwell  |
| 2  | Lexipol Presentation   | Dan Merkle     |
| 3  | Review/Approve June 3, 2011 Meeting Minutes  | Karla Johnson  |
| 4  | Ratification and Approval of Payments and Credit Card Transactions   | Karla Johnson  |
| 5  | Review/Approve First Quarter Financial Statements  | Sonya White    |
| 6  | Ratification and Approval of URS LTD Contract Covering Tier 2 Members  | Brad Dee       |
| 7  | Review/Approve Updated Schedule of Discretionary Benefits  | Brad Dee       |
| 8  | Review/Approve 2010 WCF Premium Audit  | Johnnie Miller |
| 9  | Set Date and Time for Closed Meeting<br>to Discuss Character, Professional Competence, Physical/Mental Health of an Individual | Kay Blackwell  |
| 10 | Action on Personnel Matters  | Kay Blackwell  |
| 11 | Set Date and Time for Closed Meeting<br>to Discuss Pending or Reasonably Imminent Litigation                                   | Kay Blackwell  |
| 12 | Action on Litigation Matters   | Kent Sundberg  |
| 13 | Chief Executive Officer's Report   | Johnnie Miller |
| 14 | Other Business   | Kay Blackwell  |



# Entity: Utah Counties Insurance Pool

## Public Body: Board of Trustees

**Subject:** Insurance

**Notice Title:** Board Meeting

**Meeting Location:** 10980 S. Jordan Gateway  
South Jordan 84095

**Notice Date & Time:** July 21, 2011  
12:00 PM - 4:30 PM

**Description/Agenda:**

Review/Excuse Board Members Absent  
Lexipol Presentation  
Review/Approve June 3, 2011 Meeting Minutes  
Ratification and Approval of Payments and Credit Card Transactions  
Review/Approve First Quarter Financial Statements  
Ratification and Approval of URS LTD Contract Covering Tier 2 Members  
Review/Approve Updated Schedule of Discretionary Benefits  
Review/Approve 2010 WCF Premium Audit  
Set Date and Time for Closed Meeting to Discuss Character, Professional Competence, Physical/Mental Health of an Individual  
Action on Personnel Matters  
Set Date and Time for Closed Meeting to Discuss Pending or Reasonably Imminent Litigation  
Action on Litigation Matters  
Chief Executive Officer's Report  
Other Business

**Notice of Special Accommodations:**

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Sonya White at the Utah Counties Insurance Pool, PO Box 760, Midvale, UT 84047, or call 800-339-4070, at least three days prior to the meeting.

**Notice of Electronic or  
telephone participation:**

Any Member of the Utah Counties Insurance Pool Board of Trustees  
may participate telephonically.

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**Other information:**

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**Contact Information:**

Sonya White  
801-565-8500  
sonya@ucip.utah.gov

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**Posted on:**

July 21, 2011 08:11 AM

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**Last edited on:**

July 21, 2011 08:11 AM

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Utah Counties Insurance Pool  
*Supporting Your Goals Since 1992*

## BOARD OF TRUSTEES MEETING

### MINUTES

July 21, 2011, 12:30 pm  
UCIP Offices, South Jordan, UT

#### **BOARD MEMBERS PRESENT**

Kay Blackwell, *President*, Piute County Commissioner  
Jim Eardley, *Vice President*, Washington County Commissioner  
Bruce Adams, San Juan County Commissioner  
Craig Dearden, Weber County Commissioner  
Brad Dee, Weber County Human Resources  
Marilyn Gillette, Tooele County Clerk  
Jerry Hurst, Tooele County Commissioner  
Karla Johnson, Kane County Clerk-Auditor  
Bret Millburn, Davis County Commissioner  
Cameron Noel, Beaver County Sheriff  
Kent Sundberg, Utah County Deputy Attorney

#### **BOARD MEMBERS ABSENT**

Steve Wall, *Secretary-Treasurer*, Sevier County Clerk-Auditor  
Gary Anderson, Utah County Commissioner

#### **OTHERS PRESENT**

Johnnie Miller, UCIP Chief Executive Officer  
Sonya White, UCIP Manager of Administration

#### **Call to Order**

Kay Blackwell called this meeting of the Utah Counties Insurance Pool Board of Trustees to order at 12:30 p.m. on July 21, 2011 and welcomed those in attendance.

#### **Review/Excuse Board Members Absent**

Craig Dearden made a motion to excuse Steve Wall and Gary Anderson from this meeting. Bret Millburn seconded the motion, which passed unanimously.

#### **Lexipol Presentation**

Dan Merkle, Chairman and CEO of Lexipol, a source of risk management resources for public safety organizations, provided the Board with detailed information on the Lexipol product (see attachment number one). Cameron Noel has implemented the program in Beaver County. Law enforcement staff is required, pursuant to the County Personnel Policy, to use the system. Cameron states that the system is a great risk management tool. Brad Dee stated that law enforcement staff is a large part of the workforce but their liabilities and risks are the counties'. Therefore, any system should coordinate with the county personnel system. Johnnie Miller explained that the counties can jointly purchase through UCIP at a discounted rate. If UCIP were to purchase the system for all its members the cost would come from member contributions. The Sheriff's Association would like to see each county using the Lexipol system but the approval ultimately comes from the county sheriff and commission/council. Jim Eardley, as President of USACCC, will include an agenda item to discuss the options for Lexipol during the Commissioners/Council Members joint session with the Sheriffs at their September USACCC Fall Workshop.

#### **Approve June 3, 2011 Meeting Minutes**

The minutes, of the Board of Trustees meeting held June 3, 2011, were previously sent to the Board Members for review (see attachment number two). Karla Johnson made a motion to approve the June 3, 2011 meeting minutes as written. Jim Eardley seconded the motion, which passed unanimously.

#### **Ratification and Approval of Payments and Credit Card Transactions**

Karla Johnson reviewed the payments made, payments to be made (see attachment number three) and credit card transactions with the Board. Karla Johnson made a motion to approve the payments made, payments to be made and credit card transactions. Craig Dearden seconded the motion, which passed unanimously.

#### **Review/Approve First Quarter Financial Statements**

Sonya White reported that an opinion was requested from Larson & Rosenberger regarding the new requirements under GASB 54 (see attachment number four). Governmental risk pools perform their accounting in accordance with GASB 10 and 20. Therefore, the opinion states that GASB 54 has no effect on the accounting for government risk pools. The opinion may be useful to member auditors in regards to the new requirements for fund balance classifications. The first quarter, in-house prepared, financial statements of the Utah Counties Insurance Pool were previously sent to the Board Members for review (see attachment number five). Brad Dee made a motion to approve the first quarter financial statements as presented. Jim Eardley seconded the motion, which passed unanimously. The Board directed staff to provide a copy of the opinion to member auditors.

#### **Ratification and Approval of URS LTD Contract Covering Tier 2 Members**

Brad Dee reported that the Utah Retirement Systems required a decision under the LTD Benefit Protection Contract as to whether UCIP elects to cover Tier 2 Members by June 30, 2011. The Personnel Committee of the Board recommended that UCIP elect not to cover Tier 2 Members (see attachment number six). Karla Johnson made a motion to ratify and approve the recommendation of the Personnel Committee to not cover UCIP Tier 2 Members for the Long Term Disability benefit. Marilyn Gillette seconded the motion, which passed unanimously.

#### **Review/Approve Updated Schedule of Discretionary Benefits**

The Schedule of Discretionary Benefits was updated to reflect the Long Term Disability benefit decision to cover eligible Tier 1 employees (see attachment number seven). Craig Dearden made a motion to approve the amendment to the Schedule of Discretionary Benefits for UCIP employees. Bret Millburn seconded the motion, which passed unanimously. Brad Dee pointed out that the benefits package for UCIP employees is very good.

#### **Review/Approve 2010 WCF Premium Audit**

Johnnie Miller reported that the Workers Compensation Fund has finalized the payroll audit for Members of the UCIP group. Johnnie explained that in 2010, and as a new group, WCF used a 1.0 experience modifier and provided the total group premium to UCIP to pay. UCIP used each members calculated experience modifier when collecting the deposit premium from members (see attachment number eight). WCF will issue a refund check to UCIP in the amount of \$8,234.48. Based on the deposit premium collected, UCIP will return \$31,675.26 to member counties. WCF will report the UCIP group payroll to NCCI for the 2011 deposit premiums. Marilyn Gillette made a motion to approve the 2010 premium audit and return/invoice members as presented. Jerry Hurst seconded the motion, which passed unanimously.

#### **Set Date and Time for Closed Meeting**

Karla Johnson made a motion to set date and time for a Closed Meeting to Discuss Character, Professional Competence, Physical/Mental health of an Individual at 2:30 p.m. on July 21, 2011. Marilyn Gillette seconded the motion, which passed unanimously. Board Members present at the closed meeting were: Kay Blackwell, Jim Eardley, Bruce Adams, Craig Dearden, Brad Dee, Marilyn Gillette, Jerry Hurst, Karla Johnson, Bret Millburn, Cameron Noel and Kent Sundberg.

The regular meeting resumed at 3:00 p.m. on July 21, 2011.

#### **Action on Personnel Matters**

Craig Dearden made a motion to strike agenda item: *Action on Personnel Matters*. Kent Sundberg seconded the motion, which passed unanimously.

#### **Set Date and Time for Closed Meeting**

Kent Sundberg made a motion to Set Date and Time for a Closed Meeting to Discuss Pending or Reasonably Imminent Litigation for 3:00 p.m. on July 21, 2011. Craig Dearden seconded the motion, which passed unanimously. Board Members present at the closed meeting were: Kay Blackwell, Jim Eardley, Bruce Adams, Craig Dearden, Brad Dee, Marilyn Gillette, Jerry Hurst, Karla Johnson, Bret Millburn, Cameron Noel and Kent Sundberg. Also present were: Johnnie Miller and Sonya White.

The regular meeting resumed at 3:25 p.m. on July 21, 2011.

#### **Action on Litigation Matters**

Kent Sundberg made a motion to strike agenda item: Action on Litigation Matters. Jim Eardley seconded the motion, which passed unanimously.

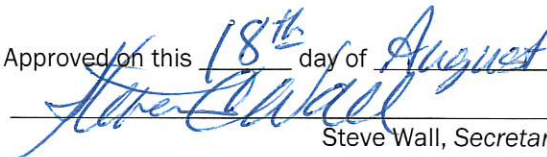
#### **Chief Executive Officer's Report**

Johnnie Miller reported that he attended the Workers Compensation Fund dividend luncheon; a five percent dividend has been returned to members. WCF also held their first Municipal Safety Roundtable that several UCIP members attended. It was so well received that they will continue to hold this Roundtable each year. Johnnie and Korby Siggard met with the Carbon County Commission to discuss pending litigation. Johnnie presented at the Clerk/Auditors Summer Workshop. The Litigation Management Committee met via telephonic conference. Staff has been conducting the renewal process and has submitted all the information to the actuary for the rate analysis. The agenda and presenters are set for the Risk Management Conference, August 16-18. AGRIP is coordinating an Investment Workshop for Pool financial staff to be held in Dallas; agenda pending.

#### **Other Business**

The next meeting of the Board of Trustees is scheduled for August 18, 2011 at 12:00 p.m. at Festival Hall, Cedar City, Utah.

Approved on this 18<sup>th</sup> day of August 2011

  
Steve Wall, Secretary/Treasurer







**Lexipol**

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# Lexipol Overview for UCIP

Dan Merkle, Chairman & CEO

Lexipol

July 21, 2011

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# The Founders

Gordon Graham

President

Bruce Praet

Founder

Dan Merkle

Chairman and CEO

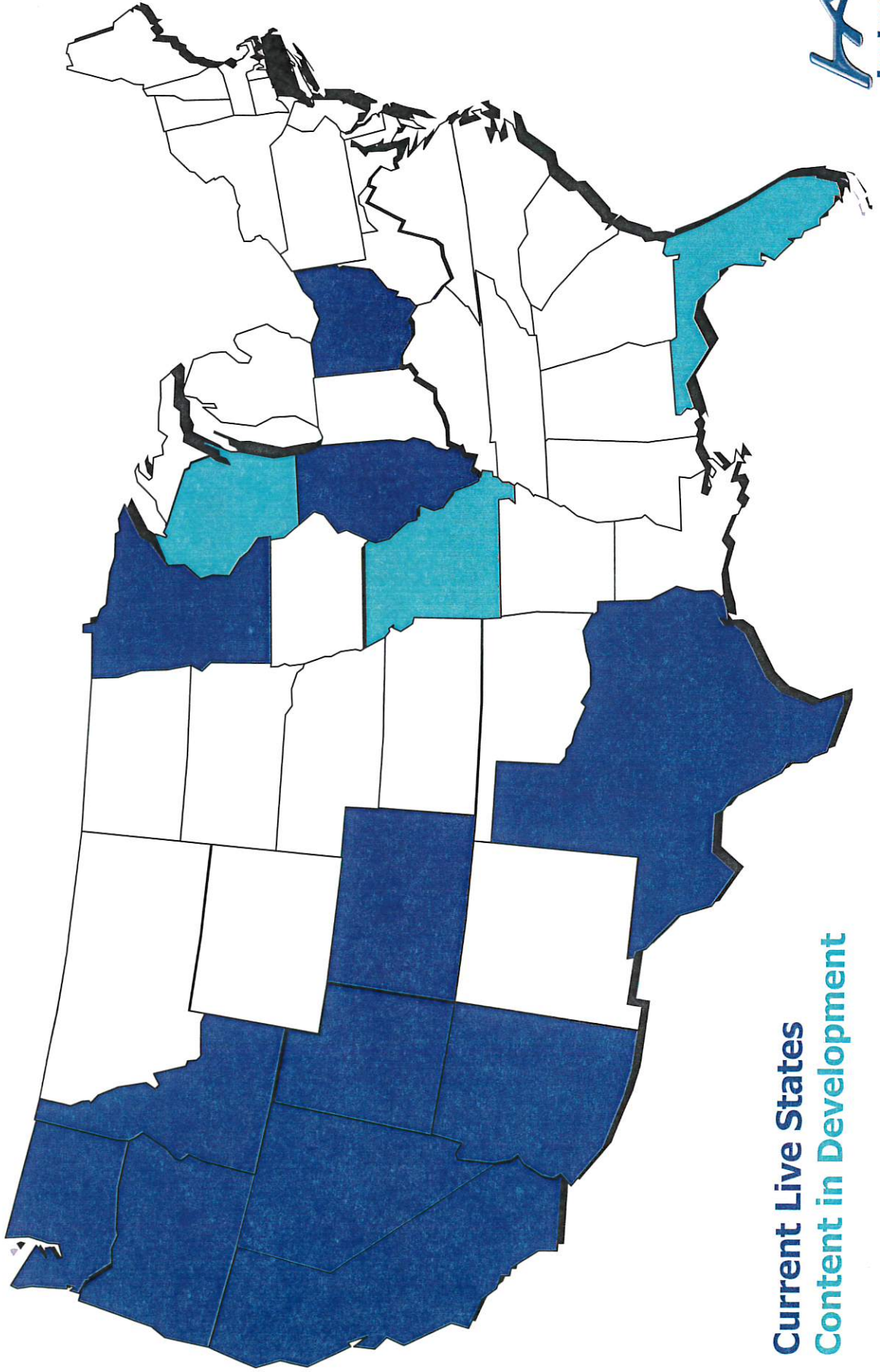






# Status July 2011

- Published 12+ years
- More than 1,100 agencies \* 65,000+ officers total
- 1 – 3,500 sworn officer sized agencies
- Municipal PDs, Sheriff's offices, Campus Police, State & Federal agencies, Tribal
- Custody and Fire solutions in 2011
- Never had an agency lose in court based on faulty policy provided by Lexipol



**Current Live States**  
**Content in Development**





# Evolving Economic Environment

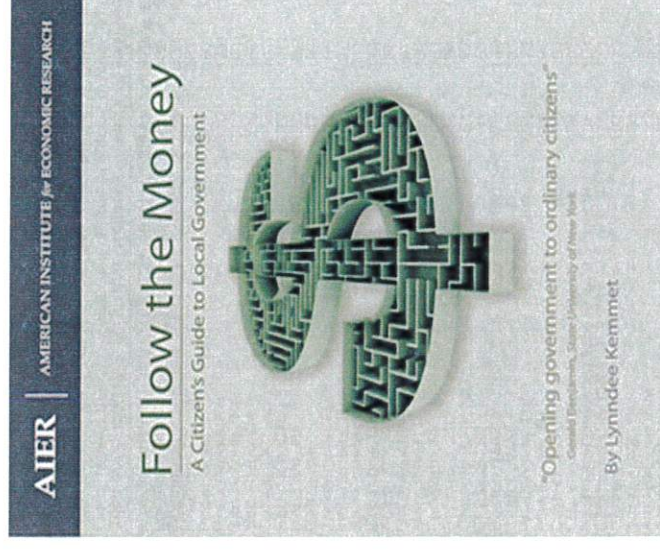
## Long-Term Economic Structural Reset

- All 7 sources of revenue for local govs curtailed:  
Sales Tax, Prop Tax, Income Tax, Fees, Inter-Gov  
Transfers, Reserves, Bond Sales
- Inflationary pressures on core expenditures for  
Sheriffs: Fuel, Food, Metal, Medical
- Disconnect between global economy, US corporations  
and American society.

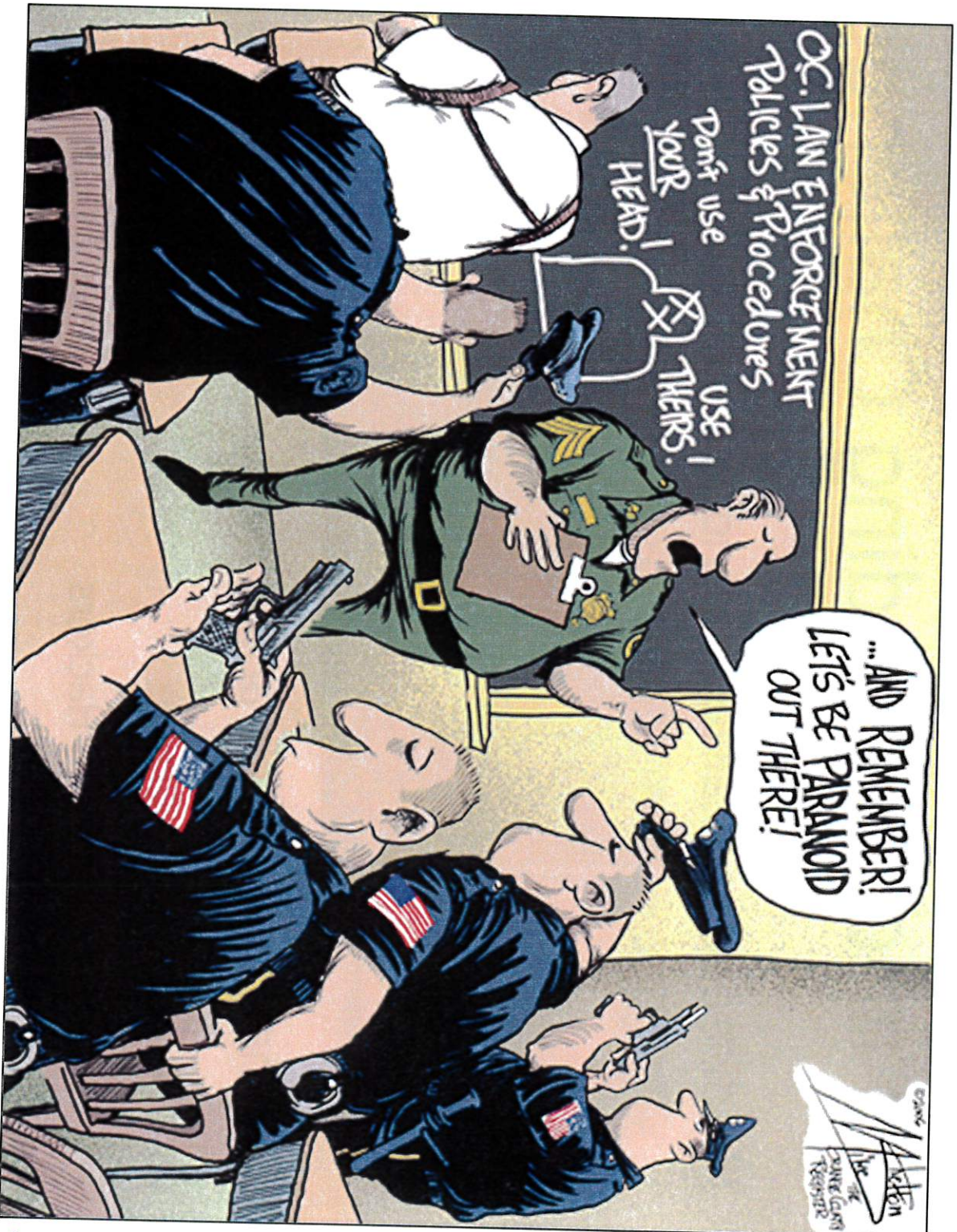
# Scrutinizing Society

## Increasing Transparency Demand

- Everyone has a cell phone with recorder, including your deputies and employees
- Increased Public Records Requests
- WikiLeaks, YouTube
- Pensions, cost of service, GASB
- Early warning systems, community oversight panels
- Media









# New and Expanding Challenges

- Jihadist and radicalized individuals



- Criminal drug cartels and gangs
- Cyber-facilitated crime
  - China, Iran, Russia, Hackers



**"Doing More With Less" is no  
longer feasible nor credible**

**"Re-engineering with less –  
Professionally"**

**is the new near term mission**



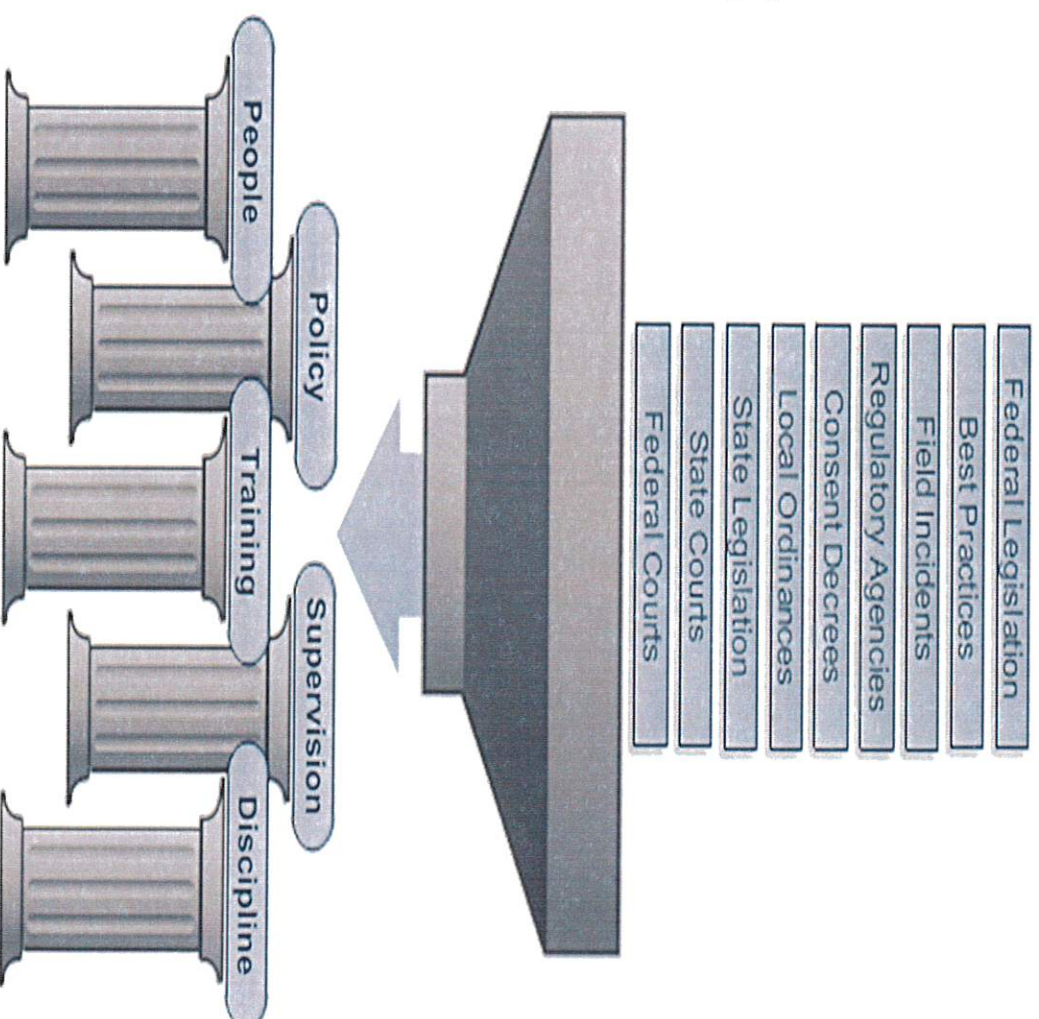
# Solutions

- Technology
- Consolidation
- Regionalization
- Privatization




# Knowledge Management System

## KMS



# Questionnaire Driven



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General Information

• This questionnaire will help us identify items and issues specific to your department. Let's start with the title of your department head.

☐ Chief of Police  
☒ Sheriff  
☐ Chief of Investigations  
☐ Director of Public Safety  
☐ Other:

If the title of your department head does not appear above check "Other" and enter the title exactly as it should appear throughout the manual.

• What is your jurisdiction type?

☐ Federal  
☐ State  
☐ City  
☒ County  
☐ Town  
☐ District  
☐ Parish  
☐ Other:


Select the jurisdiction that best describes your agency. Sheriff's departments would normally be County; A college police department would normally be District. Federal agencies should select Other and enter the term usually used to refer to their agency, e.g., Department of Defense should enter "Department", Central Intelligence Agency should enter "Agency".

• So that the name of your jurisdiction appears correctly please enter just the primary name below. For example, the correct response for the City of Rivertown would be just the word "Rivertown".

Name of your jurisdiction:

• Please tell us the acronym that you use to refer to your department. For example Rivertown Police Department might be "RPD"

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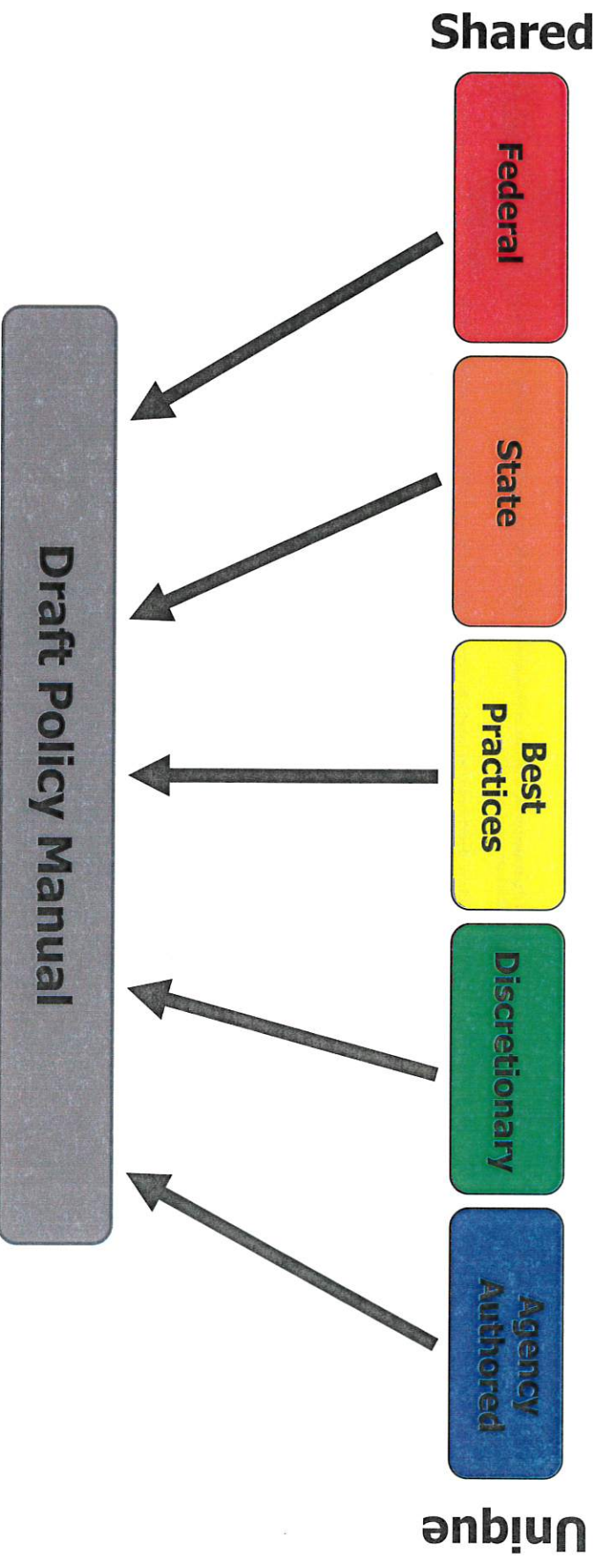
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# Customizable Content

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Hunt Club Police Department Policy Manual  
Policy 300 - Use of Force

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## Chapter Listing

## Policy Listing

## 300.1 PURPOSE AND SCOPE

This policy recognizes that the use of force by law enforcement requires constant evaluation. Even at its lowest level, the use of force is a serious responsibility. The purpose of this policy is to provide officers of this department with guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, each officer is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

Edit

Revert

Remove

Add Sub-section

Add Section

## 300.1.1 PHILOSOPHY

The use of force by law enforcement personnel is a matter of critical concern both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied human encounters and when warranted, may use force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, the limitations of their authority. This is especially true with respect to officers overcoming resistance while engaged in the performance of their duties.

The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. It is also understood that vesting officers with the authority to use reasonable force and protect the public welfare requires a careful balancing of all human interests.

Edit

Revert

Remove

Add Sub-section

## 300.2 POLICY

It is the policy of this department that officers shall use only that amount of force that reasonably appears necessary, given the facts and circumstances perceived by the officer at the time of the event, to effecting bringing an incident under control. "Reasonableness" of the force used must be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any interpretation of reasonableness must allow for the fact that police officers are often forced to make split-second decisions in circumstances that are tense, uncertain and rapidly evolving about the amount of force that is necessary in a particular situation.

Given that no policy can realistically predict every possible situation an officer might encounter in the field, it is recognized that each officer must be entrusted with well-reasoned discretion in determining the appropriate use of force in each incident. While it is the ultimate objective of every law enforcement encounter to minimize injury to everyone involved, nothing in this policy requires an officer to actually sustain physical injury before applying reasonable force.

Edit

Revert

Remove

Add Sub-section

Add Section

## 300.2.1 USE OF FORCE TO EFFECT AN ARREST

Any peace officer that has reasonable cause to believe that the person to be arrested has committed a public offense may use reasonable force to effect the arrest, to prevent escape, or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance of the person being arrested; nor shall such officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest or to prevent escape or to overcome resistance (Penal Code § 835b).

Edit

Revert

Remove

Add Sub-section

Add Section

## 300.2.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

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# Use of Graphics and Video

Lexipol

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300.2.3 NON-DEADLY FORCE APPLICATIONS

Any application of force that is not reasonably anticipated and intended to create a substantial likelihood of death or very serious injury shall be considered non-deadly force. Each deputy is provided with equipment, training and skills to assist in the apprehension and control of suspects as well as protection of deputies and the public. Non-deadly force applications may include but are not limited to leg restraints, control devices and TASER described in Policy Manual §§ 306, 308 and 309 respectively.

Edit

Revert

Add Subsection

Remove



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# Intelligent Updating

**Lexipol**

*New Manuals and Updates*

Gordon Graham, (Administrator)  
Graham County Sheriff's  
Department / CA

Graham County Sheriff's Department - Update Policy Manual  
Policy 218 - CONCEALED WEAPON LICENSE

Update Subsection

Current

Updated

## 218.4 LIMITED BUSINESS LICENSE TO CARRY A CONCEALED WEAPON

An individual who is not a resident of the Parish of Gordon, but who otherwise successfully completes all portions of phases one and two above, may apply for and be issued a limited license subject to the following:

- The applicant physically spends a substantial period of working hours in the applicant's principal place of employment or business within the Parish of Gordon
- Such a license will be valid for a period not to exceed 90 days from the date of issuance
- The applicant shall provide a copy of the license to the licensing authority of the city or county in which the applicant resides
- Any application for renewal or re-issuance of such a license may be granted only upon concurrence of the original issuing authority and the licensing authority of the city or county in which the applicant resides

## 218.4 LIMITED BUSINESS LICENSE TO CARRY A CONCEALED WEAPON

The authority to issue a limited business license to carry a concealed weapon to a non-resident applicant is granted only to the Sheriff of the county in which the applicant works. A chief of a municipal police department may not issue limited licenses. (Penal Code § 120501(a)(2)(ii)). Therefore, such applicants may be referred to the Sheriff for processing.

- The applicant physically spends a substantial period of working hours in the applicant's principal place of employment or business within the Parish of Gordon.
- Such a license will be valid for a period not to exceed 90 days from the date of issuance.
- The applicant shall provide a copy of the license to the licensing authority of the city or county in which the applicant resides.
- Any application for renewal or re-issuance of such a license may be granted only upon concurrence of the original issuing authority and the licensing authority of the city or county in which the applicant resides.

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# Update Release Notes

CA June 2009 Release Notes  
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## MODIFIED SUBSECTION

The Shooting Policy subsection 304.1.1 (c)1 has been rewritten to clarify that deadly force is an option against any animal that poses a threat to human safety.

### **304.1.1 (C)1**

[Officers/Deputies] are authorized to use deadly force against an animal in circumstances where [officers/deputies] encounter an the unexpected dangerous animal or are surprised by an animal which reasonably appears to pose an imminent threat to the safety of [officers/deputies] or others human safety and alternative methods to neutralize the threat are not reasonably available or would likely be ineffective. officers are authorized to use deadly force to neutralize such a threat.

## MODIFIED SECTIONS

The following sections are modified to remove the term "lesser force" which could be interpreted to infer a force continuum. Also adds restrictive language against intentionally targeting vital areas when not reasonably justified.

### **308.2 BATON/ASP GUIDELINES [BEST PRACTICE]**

The baton/ASP is authorized for use when, based upon the circumstances perceived by the [officer/deputy], ~~lesser~~ such force reasonably appears justified and necessary ~~force would not reasonably appear~~ to result in the safe control of the suspect.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the [officer/deputy] reasonably believes the suspect may cause serious bodily injury or death to the [officer/deputy] or others.

### **308.3 TEAR GAS GUIDELINES [BEST PRACTICE]**

The use of tear gas for crowd control/dispersal or against barricaded suspects shall be based on the circumstances. The [Watch Commander], Incident Commander or Crisis Response Unit Commander may authorize the delivery and use of tear gas, evaluating all conditions known at the time and determining that ~~such force reasonably appears justified and necessary lesser force would not reasonably appear~~ to result in the safe control of the suspect(s). When practical, fire personnel should be alerted or summoned to the scene to control any fires and to assist in providing medical aid or gas evacuation



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# Auditing and Oversight



Override/Remove Report

Schwarz, (Administrator)  
Azusa Police Department / CA

Manual: Policy Manual

Number	Title	Edit Level	Status	Creation Date	Modify Date
0	Law Enforcement Code of Ethics	customizable	Override	2008-03-06	2008-06-01
1000.1	PURPOSE AND SCOPE	bestPractice	Remove	2008-08-13	2008-08-13
1000.2	APPLICANT QUALIFICATIONS	bestPractice	Remove	2008-08-13	2008-08-13
1000.3	STANDARDS	bestPractice	Remove	2008-08-13	2008-08-13
1000.31	OPERATION OF A MOTOR VEHICLE	bestPractice	Remove	2008-08-13	2008-08-13
1000.32	INTEGRITY	bestPractice	Remove	2008-08-13	2008-08-13
1000.33	CREDIBILITY AS A WITNESS IN A COURT OF LAW	bestPractice	Remove	2008-08-13	2008-08-13
1000.34	DEPENDABILITY	bestPractice	Remove	2008-08-13	2008-08-13
1000.35	LEARNING ABILITY	bestPractice	Remove	2008-08-13	2008-08-13
1000.36	PERSONAL SENSITIVITY	bestPractice	Remove	2008-08-13	2008-08-13
1000.37	JUDGMENT UNDER PRESSURE	bestPractice	Remove	2008-08-13	2008-08-13
1000.38	ILLEGAL USE OR POSSESSION OF DRUGS	bestPractice	Remove	2008-08-13	2008-08-13
1014.2.2	NOTIFICATION	bestPractice	Remove	2008-08-13	2008-08-13
1016.2.1	EXPOSURE CONTROL OFFICER	customizable	Remove	2008-08-13	2008-08-13
1016.2.3	PERSONAL PROTECTIVE EQUIPMENT	bestPractice	Override	2007-09-06	2007-09-06
1016.3.1	USE OF WASTE CONTAINERS	bestPractice	Override	2007-09-06	2007-09-06
1016.3.7	DECONTAMINATION OF CLOTHING	bestPractice	Override	2007-09-06	2007-09-06
1016.4.2	SUPERVISOR REPORTING REQUIREMENTS	bestPractice	Override	2007-09-06	2007-09-06
102.12	Sheriff Candidate Requirements	bestPractice	Override	2007-09-06	2007-09-06
1020.1.1	PERSONNEL COMPLAINTS DEFINED	state	Remove	2008-08-13	2008-08-13
		bestPractice	Override	2007-04-18	2007-04-18

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# Manual Acceptance

## Manual Acceptance

I hereby acknowledge I have been provided access to the Policy Manual and I understand it is my responsibility to review and become familiar with the manual and to comply with all provisions of the manual. I further acknowledge that if I have any questions or do not understand any portion of the manual I will seek clarification from my supervisor.

☐ Agreed (Wed Nov 24 14:25:28 PST 2010)

Submit

Cancel



# Exception Reporting

**\* Mandatory fields.**

* Manual Name	Policy Manual
* Report Type	Not Accepted
* Adoption Date	01/30/2010

**Note:** For all employees leave this field blank

Employee

Select Employee  
Clear Users

Run Report  
Export to Excel  
Print  
Close

**Exception Reporting Option**

User ID	First Name	Last Name	Manual	Adoption Date	Issue Date	Publish Date	Acknowledge Date
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Please choose the manual and report type, then click Run Report.

# Clean and Easy-to-Read Final

## Policy 300

### Azusa Police Department Policy Manual

## Use of Force

### 300.1 PURPOSE AND SCOPE

This policy recognizes that the use of force by law enforcement requires constant evaluation. Even at its lowest level, the use of force is a serious responsibility. The purpose of this policy is to provide officers of this department with guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, each officer is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

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The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. It is also understood that vesting officers with the authority to use reasonable force and protect the public welfare requires a careful balancing of all human interests.



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# Auto-Updating TOC and Index

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# Daily Training Bulletin (DTB)

## Content

- Scenario
- Policy Reference
- Analysis
- Learning Objective
- Test

## Structure

- 365 Unique Scenarios
- Agency can author then add/replace DTBs with agency specific topics
- High Risk / Low Frequency Events
- Officer Tracking
- Flexible Reporting



# DTB Access

**Lexipol**

*Daily Training Bulletins*

(Chavez, Administrator)  
Azusa Police Department / CA

Select the Year followed by Month to view the list of available Daily Training Bulletins

Year:  Month:

DTB Day	Title	Manual
8/1/2008		Policy Manual
8/1/2008	USE OF FORCE-OFFICER INVOLVED SHOOTING-Administrative Investigation	Policy Manual
8/2/2008	INVESTIGATIONS AND ENFORCEMENT-MENTAL ILLNESS COMMITMENTS-Officer Considerations and Responsibilities	Policy Manual
8/3/2008	VEHICLE OPERATIONS-MOBILE DIGITAL TERMINAL USE-Use While Driving	Policy Manual
8/4/2008	INVESTIGATIONS AND ENFORCEMENT-SEXUAL ASSAULT VICTIMS DNA RIGHTS-Victim Confidentiality	Policy Manual
8/5/2008	INVESTIGATIONS AND ENFORCEMENT-CORI Review of CORI	Policy Manual
8/6/2008	CUSTODY AND DETENTION-FIELD INTERVIEWS AND PHOTOGRAPHING FIELD DETAINEES-Pat-Down Searches	Policy Manual
8/7/2008	VEHICLE OPERATIONS-VEHICLE PURSUIT POLICY-Inter-Jurisdictional Considerations	Policy Manual
8/8/2008	EQUIPMENT-FIREARMS POLICY-Storage of Firearms at Home	Policy Manual
8/9/2008	INVESTIGATIONS AND ENFORCEMENT-DISCIPLINARY POLICY-Performance	Policy Manual
8/10/2008	EQUIPMENT-UNIFORM REGULATIONS-Unauthorized Uniforms, Equipment and Accessories	Policy Manual
8/11/2008	USE OF FORCE-USE OF FORCE-Non-Deadly Force Application	Policy Manual
8/12/2008	INVESTIGATIONS AND ENFORCEMENT-DOMESTIC VIOLENCE Reporting of Domestic Violence	Policy Manual
8/13/2008	EQUIPMENT-FIREARMS Authorized Off-Duty Weapons	Policy Manual
8/14/2008	OFFICER SAFETY AND TACTICS-TERRORISM-Car Bombs	Policy Manual
8/15/2008	PERSONNEL-DISCRIMINATORY HARASSMENT Discrimination	Policy Manual
8/16/2008		Policy Manual
8/17/2008	CUSTODY AND DETENTION-TEMPORARY CUSTODY OF JUVENILES-Suicide Prevention of Juveniles in Custody	Policy Manual
8/18/2008	VEHICLE OPERATIONS-VEHICLE PURSUIT POLICY-Pursuit Driving Tactics	Policy Manual

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# DTB Presentation

Daily Training Bulletin

8 / 4 / 2009

## OFFICER SAFETY AND TACTICS-Domestic Violence

### SCENARIO :

You have been dispatched to a domestic violence call at the Landry residence. This is the fifth or sixth time this month. Every call seems to follow the same pattern: 'You arrest Mr. Landry, his wife bonds him out and the cycle continues. As is our policy, dispatch sends your area partner, Deputy Stan Owens, to back you up.

The two of you arrive at the same time and you briefly discuss your strategy. 'You will both go to the door and ... All of a sudden you hear a gun shot. You look around and see Mr. Landry standing at the front door with a rifle. 'You immediately take cover behind your patrol car.

ISSUE: IS A ROUTINE DOMESTIC VIOLENCE CALL EVER REALLY ROUTINE?

### RULE :

The investigation of domestic violence cases places officers in emotionally charged and sometimes highly dangerous environments. Officer safety is the number one priority on domestic violence calls.

### ANALYSIS :

Do you remember the first family disturbance call to which you responded when you were a rookie? 'You remembered your academy training -- that domestic violence calls could quickly turn deadly. 'Your stomach churned. 'You were on heightened alert. 'You have since handled dozens, perhaps hundreds of domestic violence calls. The same potential risk to your safety at that first domestic violence call exists at your next domestic violence call.

In this scenario, you did several things right. You waited for your backup before approaching the house. You discussed strategy. Due to the frequency of previous family disturbance calls at the Landry residence, all of which were handled without incident, you may have consciously or unconsciously let down your guard.

Each domestic violence call is unique. You should handle a domestic violence call as you would any other felony crime-in-progress call. Think about tactics as you are responding to the residence. Make a tactical approach when you park and exit your unit. Coordinate with your fellow officers on scene. Approach the residence quietly, carefully observing, listening and being aware of your surroundings as you approach. If possible, use cover and concealment. Once you have safely contacted both parties, separate them while maintaining that higher level of awareness. While firearms and other deadly weapons may be obvious, also be aware of potential non-conventional weapons, such as household items that include furniture, lamps or kitchen knives.

### CONCLUSION :

A domestic violence call should never be considered routine. Three Pittsburgh police officers were recently ambushed and killed in the line of duty on a domestic violence call, a sad reminder of the potential dangers associated with these calls. Keeping our skill levels honed and our senses alert are our best tools for safely handling domestic violence calls.

Main Page

Next Page



# DTB Question

Daily Training Bulletin - Review Question

8 / 4 / 2009

Please answer the following question, and submit your response using the button at the bottom of the page. You may change your answer at any time prior to submission.

## OFFICER SAFETY AND TACTICS-Domestic Violence

You have been dispatched to a domestic violence call at the Landry residence. This is the fifth or sixth time this month. Every call seems to follow the same pattern: You arrest Mr. Landry, his wife bonds him out and the cycle continues. As is our policy, dispatch sends your area partner, Deputy Stan Owens, to back you up.

The two of you arrive at the same time and you briefly discuss your strategy. You will both go to the door and ... All of a sudden you hear a gun shot. You look around and see Mr. Landry standing at the front door with a rifle. You immediately take cover behind your patrol car.

ISSUE: IS A ROUTINE DOMESTIC VIOLENCE CALL EVER REALLY ROUTINE?

### QUESTION:

It is important to constantly practice sound tactics when dealing with domestic violence calls.

- ☐ True  
☐ False

Back

Submit Answer



# DTB Reporting

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DTB Report

lexadmin, (Administrator)  
Hillside Police Department / IL

Month/Year:
July
2008
Officers:
All

Run Report
Export to Excel
Print
Close

DTB Date	Title	Officer	Date Taken
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Joseph Lukaszek	2008-07-10
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	James Abernante	2008-07-18
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Donald Brown	2008-07-09
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Robert Damico	2008-07-16
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Carlo Visconti	2008-07-10
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Anthony Milazzo	2008-07-19
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Mark Kosevich	2008-07-14
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Timothy Abner	2008-07-18
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Michael Reed	2008-08-02
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Daniel Murphy	2008-07-22
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Laith Ibrahim	2008-07-31
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Michael Duffek	2008-07-15
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Christopher Villarreal	2008-07-21
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Brian Reiter	2008-07-22
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Kira Petronella	2008-07-12
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Daniel Pereda	2008-07-12
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Christopher Mehl	2008-07-17
2008-07-01	VEHICLE OPERATIONS-PERSONAL COMMUNICATION DEVICES - Use While Driving	Michael Krueger	2008-07-23

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# DTB Reporting

\* Mandatory fields.

* Start Date	Date <input type="text"/>
* End Date	Date <input type="text"/>
* Report Type:	DTB Not Taken <input type="button" value="v"/>

Employees:

<input type="text"/>
----------------------

Note: For all employees leave this field blank

Select Employee
Clear Employees

Exception Reporting Option

DTB Title (Optional):

<input type="text"/>
----------------------

Run Report

Export to Excel

Print

Close



# Lexipol Risk Management Analysis

## 3 Year Post-Implementation Study (CIS-Oregon)

Fully Adopted (FA) 352 Officers – 22 Agencies (4-39 Officers each)

Non Participation (NP) 350 Officers – 22 Agencies (4-37 Officers each)

- FA Agencies experienced:
  - 51% Reduction in Frequency
  - 58% Reduction in Severity
  - No Personnel and Employment Claims
- NP Agencies experienced:
  - Frequency and Severity both increased
  - 6 Personnel and Employment Claims at \$318K



# Discussion and Next Steps



**Predictable is Preventable®**





# Utah Counties Insurance Pool Payments

May 13, 2011 - June 3, 2011

Type	Date	Num	Name	Memo	Amount
<b>ML Expense</b>					
Liability Check	6/14/2011		QuickBooks Payroll Service	Created by Payroll Services on 06/10/2011	-13,370.00
Liability Check	6/29/2011		QuickBooks Payroll Service	Created by Payroll Services on 06/24/2011	-13,369.99
Liability Check	7/14/2011		QuickBooks Payroll Service	Created by Payroll Services on 07/11/2011	-13,370.02
Check	6/30/2011			Service Charge	-61.12
Liability Check	6/15/2011		United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 2701566230147...	-5,052.19
Liability Check	6/30/2011	ONLINE	Utah Retirement Systems	Unit No: 864 (JUNE 2011)	-6,736.76
Liability Check	6/30/2011	ONLINE	Nationwide Retirement Solutions	Entity: 644013	-2,115.34
Liability Check	6/30/2011	ONLINE	United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 2701581307487...	-5,052.22
Liability Check	6/30/2011	ONLINE	United States Treasury	EFT ACKNOWLEDGEMENT NUMBER: 2701596306193...	-5,052.17
Check	7/15/2011	ONLINE	Wells Fargo	Account Number: 4856 2002 0633 9635	-1,090.40
Check	6/27/2011	VISA	Wells Fargo	Account Number: 4856 2002 0869 3567	-3,721.83
Check	6/27/2011	VISA	Wells Fargo	Account Number: 4856 2002 0646 9796	-2,463.20
Liability Check	6/7/2011	5993	Opticare of Utah	Invoice Number: 4596	-76.02
Check	6/7/2011	5994	Johnnie R. Miller	Mileage Reimbursement	-317.22
Check	6/7/2011	5995	Sonya J. White	Expense Reimbursement	-119.46
Check	6/7/2011	5996	Bruce Adams	Mileage Reimbursement	-84.15
Check	6/7/2011	5997	Gary Anderson	Mileage Reimbursement	-312.12
Check	6/7/2011	5998	Kay Blackwell	Expense Reimbursement	-290.71
Check	6/7/2011	5999	Craig Dearden	Mileage Reimbursement	-376.38
Check	6/7/2011	6000	Brad Dee	Expense Reimbursement	-306.70
Check	6/7/2011	6001	Jim Eardley	Expense Reimbursement	-394.77
Check	6/7/2011	6002	Marilyn Gillette	Expense Reimbursement	-325.05
Check	6/7/2011	6003	Jerry Hurst	Expense Reimbursement	-289.54
Check	6/7/2011	6004	Karla Johnson	Expense Reimbursement	-166.18
Check	6/7/2011	6005	Bret Milburn	Expense Reimbursement	-212.17
Check	6/7/2011	6006	Cameron Noel	Mileage Reimbursement	-336.60
Check	6/7/2011	6007	Kent Sundberg	Expense Reimbursement	-231.80
Check	6/7/2011	6008	Steven Wall	Mileage Reimbursement	-292.74
Bill Pmt -Check	6/7/2011	6009	End Point Corporation	Invoice Number: UC1103	-60.00
Bill Pmt -Check	6/7/2011	6010	Hilton Garden Inn St. George	May 11-12 Event - Personnel Workshop	-4,508.14
Bill Pmt -Check	6/7/2011	6011	Palmer Catering	Invoice Number: 201120	-435.00
Check	6/14/2011	6012	Johnnie R. Miller	Mileage Reimbursement	-322.83
Check	6/30/2011	6013	Jose Chavez	Event Insurance Refund (Overpayment)	-22.00
Check	6/30/2011	6014	Korby M. Siggard	Mileage/Expense Reimbursement	-235.20
Liability Check	6/30/2011	6015	Utah State Tax Commission	Utah Account ID: 12327158003WTH	-1,709.58
Check	6/30/2011	6016	PEHP-LTD	Coverage Period: June 2011	-225.79
Bill Pmt -Check	6/30/2011	6017	Office Depot	Invoice Number: 567105154001	-27.80
Bill Pmt -Check	6/30/2011	6018	Office Depot	Invoice Number: 567104707001	-60.30
Bill Pmt -Check	6/30/2011	6019	Office Depot	Invoice Number: 568345287001	-7.60
Bill Pmt -Check	6/30/2011	6020	Office Depot	Invoice Number: 558452044001	-119.42
Bill Pmt -Check	6/30/2011	6021	County Reinsurance, Limited	Property Reinsurance JUL 2011 - JUL 2012	-43,844.00
Bill Pmt -Check	6/30/2011	6022	Paetec	Invoice Number: 2807163	-682.59
Bill Pmt -Check	6/30/2011	6023	Utah Sheriff's Association	Exhibit Space at Annual Conference	-475.00
Bill Pmt -Check	6/30/2011	6024	Western AgCredit	Invoice Number: 7-2011	-10,788.00
Check	6/30/2011	6025	Juan Ramirez	TULIP Event Refund (Overpayment)	-15.00
Check	6/30/2011	6026	Johnnie R. Miller	Mileage Reimbursement	-174.42
Check	7/7/2011	6027	Mark W. Brady	Expense Reimbursement	-2,436.45
Liability Check	7/13/2011	6028	Opticare of Utah	Invoice Number: 10550	-76.02
Liability Check	7/13/2011	6029	Public Employees Health Program	Policy Number 1076 (MAY)	-7,237.32
Bill Pmt -Check	7/13/2011	6030	AGRIP	Account Number: 393	-1,162.25
Bill Pmt -Check	7/13/2011	6031	Arthur J. Gallagher & Co.	Invoice Number: 95619	-6,339.41

# Utah Counties Insurance Pool Payments

May 13, 2011 - June 3, 2011

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	7/13/2011	6032	Hilton Garden Inn St. George	Folio: 182628 A	-630.00
Bill Pmt -Check	7/13/2011	6033	Purchase Power	Account Number: 8000-9090-018-5759	-236.00
Bill Pmt -Check	7/13/2011	6034	Revco Leasing Company, LLC	Invoice Number: 269880	-815.89
Bill Pmt -Check	7/13/2011	6035	Whitney Advertising & Design, Inc.	Invoice Number: 14952	-357.17
Bill Pmt -Check	7/13/2011	6036	Arthur J. Gallagher & Co.	Invoice Number: 95752	-2,640.00
Bill Pmt -Check	7/21/2011	6037	Arthur J. Gallagher & Co.	Invoice Number: 96046	-1,824.00
Bill Pmt -Check	7/21/2011	6038	Office Depot	Invoice Number: 571076492001	-116.38
Bill Pmt -Check	7/21/2011	6039	Pitney Bowes Global Financial Servc...	Invoice Number: 1528795-JY11	-199.00
Bill Pmt -Check	7/21/2011	6040	Utah Clerk/Auditor's Association	Summer Workshop Sponsorship	-250.00
Total ML Expense					-553,619.41
TOTAL					<u>-553,619.41</u>



# Current Government Accounting Issues

---

## GASB No. 54 – Fund Balance Reporting and Governmental Fund Definitions

“The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions (GASB No 54).”

The key to understanding is to understand “governmental fund” types.

There are basically three fund types and two account groups in relation to governmental accounting:

1. Governmental funds (included in the objective of GASB No. 54)
2. Proprietary funds (not included in the objective of GASB No. 54)
3. Fiduciary funds (not included in the objective of GASB No. 54)
4. Account groups – two types (not included in the objective of GASB No. 54)
  - a. General fixed assets account group
  - b. General long-term debt account group

There are five governmental fund types:

1. General fund
2. Special revenue funds
3. Capital projects funds
4. Debt service funds
5. Permanent funds

Governmental fund types use a modified accrual method of accounting through use of the aforementioned governmental fund types. GASB No. 54 affects only these types of funds.

### How it affects Government Risk Pools

GASB No. 54 has no affect on the accounting for government risk pools. In general governmental risk pools perform their accounting in accordance with two main GASB's:

1. GASB No. 10 – Accounting and Financial Reporting for Risk Financing and Related Insurance Issues
2. GASB No. 20 – Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting

In accordance with GASB No. 10 paragraph 18, "All public entity risk pools should account for their activities in an enterprise fund regardless of whether there is a transfer or pooling (sharing) of risk."

An enterprise fund is one of the proprietary fund types. Proprietary fund, enterprise fund, accounting is similar to that of a business enterprise. However, the residual equity is net assets, not capital and retained earnings.

Ultimately, GASB No. 54 does not affect government risk pools because GASB No. 54 only affects governmental fund types and not proprietary fund types.

### **transparent.utah.gov**

Who is required to post information to the transparent.utah.gov website?

1. By May 15, 2010:
  - a. Institutions of Higher Education
  - b. School Districts
  - c. Charter Schools
  - d. Public Transit Districts
2. By May 15, 2011:
  - a. Counties
  - b. Municipalities
  - c. Local Districts under Title 17B
  - d. Special Service Districts under Title 17D

Although, it is my understanding that the State Auditor's Office has classified government risk pools with special service districts, the risk pools are created under the provisions of Utah Code – Title 11 – Chapter 13 – Interlocal Cooperation Act, and are therefore not required to post information to the transparent.utah.gov website.

Ryan Roberts of the Utah State Auditor's Office verified the above information as he presented on this subject May 5, 2011.





Utah Counties Insurance Pool  
*Supporting Your Goals Since 1992*

## FINANCIAL STATEMENTS

Quarter Ending March 31, 2011

To the Board of Trustees:

I have compiled the accompanying, in-house prepared, unaudited account balances arising from cash transactions and from accrual transaction of the Utah Counties Insurance Pool as of 3/31/2011 and accompanying notes to basic financial statements.

Sonya White  
Manager of Administration  
801-307-2113  
[sonya@ucip.utah.gov](mailto:sonya@ucip.utah.gov)

Reviewed this \_\_\_\_\_ day of \_\_\_\_\_, 2011

By: \_\_\_\_\_

## Utah Counties Insurance Pool

## Statement of Net Assets

As of March 31, 2011

	<u>Mar 31, 2011</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Total Checking/Savings	13,704,125.44
Accounts Receivable	217.95
Excess Recoverable	145,492.36
Prepaid Reinsurance	824,019.87
<b>Total Current Assets</b>	<u><b>14,673,855.62</b></u>
<b>Fixed Assets</b>	
Capital Assets	289,511.17
Accumulated Depreciation	(188,984.83)
Land	494,445.53
Capital (CRL)	587,267.00
Security Deposit	11,336.22
<b>Total Fixed Assets</b>	<u><b>1,193,575.09</b></u>
<b>TOTAL ASSETS</b>	<u><b>15,867,430.71</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
Reserves	6,754,480.00
Unearned Premiums	4,460,052.75
Accounts Payable	57,358.08
Payroll Liabilities	1,277.64
Sick Payable	16,868.28
Vacation Payable	17,432.18
<b>Total Liabilities</b>	<u><b>11,307,468.93</b></u>
<b>Equity</b>	
Capital Assets	600,897.00
Unrestricted	4,143,570.16
Net Income	(184,505.38)
<b>Total Equity</b>	<u><b>4,559,961.78</b></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>15,867,430.71</b></u>



Accrual Basis

## Utah Counties Insurance Pool

Statements of Revenues, Expenses and Changes in Net Assets  
As of March 31, 2011

	Jan - Mar 11	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Conferences</b>	1,820.00	6,500.00	-4,680.00	28.0%
<b>Investment Income</b>	15,604.11	55,000.00	-39,395.89	28.37%
<b>Management Fees</b>	638.00	3,000.00	-2,362.00	21.27%
<b>Premiums</b>	1,486,792.81	6,190,000.00	-4,703,207.19	24.02%
<b>Premiums Audit</b>	805.15	0.00	805.15	100.0%
<b>Total Income</b>	<u>1,505,660.07</u>	<u>6,254,500.00</u>	<u>-4,748,839.93</u>	<u>24.07%</u>
<b>Expense</b>				
<b>Board of Trustees</b>	4,363.74	40,000.00	-35,636.26	10.91%
<b>Depreciation</b>	5,925.00	35,000.00	-29,075.00	16.93%
<b>Loss Control</b>	7,315.23	42,650.00	-35,334.77	17.15%
<b>Losses Incurred</b>	118,079.00	570,000.00	-451,921.00	20.72%
<b>Losses Paid</b>	972,265.96	3,000,000.00	-2,027,734.04	32.41%
<b>Marketing</b>	6,345.66	16,000.00	-9,654.34	39.66%
<b>Office Operations</b>	62,789.60	220,000.00	-157,210.40	28.54%
<b>Professional Services</b>	20,965.21	77,300.00	-56,334.79	27.12%
<b>Reinsurance Coverage</b>	319,902.63	1,311,990.00	-992,087.37	24.38%
<b>Staff</b>	172,213.42	757,090.00	-584,876.58	22.75%
<b>Total Expense</b>	<u>1,690,165.45</u>	<u>6,070,030.00</u>	<u>-4,379,864.55</u>	<u>27.84%</u>
<b>Net Ordinary Income</b>	<u>-184,505.38</u>	<u>184,470.00</u>	<u>-368,975.38</u>	<u>-100.02%</u>
<b>Net Income</b>	<u><b>-184,505.38</b></u>	<u><b>184,470.00</b></u>	<u><b>-368,975.38</b></u>	<u><b>-100.02%</b></u>

# Utah Counties Insurance Pool

## Statement of Cash Flows

As of March 31, 2011

	<u>Jan - Mar 11</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	-184,505.38
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	1,516,952.15
Prepaid Reinsurance	-604,387.37
Accounts Payable	57,358.10
Accrued Expenses	-28,012.04
Payroll Liabilities	-171.94
Sick Payable	207.96
Vacation Payable	5,325.64
Premiums Paid in Advance	-719,028.02
Unearned Premiums	4,460,052.75
Net cash provided by Operating Activities	<u>4,503,791.85</u>
<b>INVESTING ACTIVITIES</b>	
Accumulated Depreciation	5,925.00
Capital (CRL)	-4.00
Net cash provided by Investing Activities	<u>5,921.00</u>
<b>FINANCING ACTIVITIES</b>	
IBNR Reserves	168,078.00
Loss Reserves	-55,622.00
ULAE Reserves	5,623.00
Net cash provided by Financing Activities	<u>118,079.00</u>
Net cash increase for period	4,627,791.85
Cash at beginning of period	<u>9,076,333.59</u>
Cash at end of period	<u><u>13,704,125.44</u></u>



**UTAH COUNTIES INSURANCE POOL**  
Notes to Basic Financial Statements

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Nature of Operations**

Utah Counties Insurance Pool (the Pool or UCIP) was incorporated in December 1991 as the Utah Association of Counties Insurance Mutual (the Mutual). In July 2003, the Mutual was renamed the Utah Counties Insurance Pool. The Pool is a non-profit public agency insurance mutual under the insurance statutes of the State of Utah and is an Interlocal entity formed under section 11-13-101 et. seq. *Utah Code Annotated, 1953* as amended, as a joint program to insure risks for counties who enter into the Interlocal agreement that creates UCIP. The Pool started providing workers' compensation coverage effective January 1, 2004. As of January 1, 2010, the Pool has a Joint Purchase Agreement with the Workers Compensation Fund to provide workers' compensation coverage to UCIP members. All of the Pool's business activities are conducted in the State of Utah.

**Accounting Principles**

These financial statements are presented in accordance with accounting principles generally accepted in the United States of America (GAAP) and standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. The Pool adopted Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments* (GASB Statement 34), GASB Statement No. 37, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments: Omnibus*, and GASB Statement No. 38, *Certain Financial Statement Disclosures*, in fiscal year 2002, effective January 1, 2001. Effective January 1, 2004, the Pool adopted GASB Statement No. 40, *Deposit and Investment Risk Disclosures*. With the implementation of these statements, the Pool has prepared a balance sheet classified between current and noncurrent assets and liabilities, has categorized net assets as invested in capital assets and unrestricted, and has prepared the statements of cash flows on the direct method to better communicate the financial status of the governmental entity.

The accounting policies of the Pool conform to accounting principles generally accepted in the United States of America in all material respects. In accordance with GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Fund and Other Governmental Entities That Use Proprietary Fund Accounting*, the Pool has opted to apply all pronouncements issued by the Financial Accounting Standards Board ("FASB") after November 1989, unless the FASB pronouncements conflict with or contradict GASB pronouncements. The following is a summary of the more significant of such policies.

**Basis of Accounting**

The Pool reports as a single enterprise fund and uses the accrual method of accounting and the economic resources measurement focus. Under this method, revenues are recognized when they are earned and expenses are recognized when they are incurred.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities. It also requires disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. The estimates which are particularly susceptible to change are related to the actuarial valuation of the claims incurred but not reported and loss reserves. Actual results could differ from those estimates.

### **Income Taxes**

The Pool is exempt from the payment of income taxes under Section 115 of the Internal Revenue Code.

### **Contributions**

Contributions are collected annually on January 1. Contributions are earned on a pro rata basis over the policy term.

### **Cash and Cash Equivalents**

For purposes of the statement of cash flows, the Pool considers all highly liquid debt instruments with maturities of three months or less to be cash equivalents. Therefore, the investments in the Utah Public Treasurers' Fund, business market funds and cash on deposit are considered to be cash equivalents.

### **Investments**

Investments are comprised of various U.S. Government securities, certificates of deposit and investments in County Reinsurance Limited (CRL).

The investments in CRL are valued using the equity method of accounting. Under the equity method, the Pool recognizes its proportionate share of the net earnings or losses of CRL which represents its share of the undistributed earnings or losses of CRL.

### **Capital Assets**

Capital assets are defined by the Pool as assets with an initial individual cost of more than \$500. Capital assets are stated at cost less accumulated depreciation. Depreciation on furniture, equipment and electronic data processing equipment is provided over the estimated useful lives of the assets on the straight-line method. Useful lives vary from three to five years. Depreciation expense for the current year, as of the quarter ending March 31, 2011, amounted to **\$5,925**.

### **Compensated Absences**

Accumulated unpaid vacation and sick pay amounts are accrued when benefits vest to employees and the unpaid liability is reflected as compensated absences payable.

### **Reserves for Losses and Loss Adjustment Expenses**

The reserves for losses and loss adjustment expenses include an amount determined from individual case estimates and loss reports and an amount based on past experience for losses incurred but not reported. Such liabilities are necessarily based on assumptions and estimates and while management believes that amounts are adequate, the ultimate liability may be in excess of or less than the amount provided. The methods for making such estimates and for establishing the resulting liabilities are reviewed quarterly and any adjustments are reflected in the period determined.

## **2. CASH AND CASH EQUIVALENTS AND INVESTMENTS**

Listed below is a summary of the cash and investment portfolios as of March 31, 2011. Investing is governed by the prudent man rule in accordance with statutes of the State of Utah. All investments of the Pool are considered to have been made in accordance with these governing statutes.

### **Cash and cash equivalents**

Cash and cash equivalents of the Pool are carried at cost. The carrying amount of the cash on deposit, net of outstanding checks, is **\$82,253** as of March 31, 2011. As of March 31, 2011, **\$250,000** of the Pool's cash on deposit was insured by the FDIC.

The Public Treasurers' Investment Fund (PTIF) is a pooled investment fund enabling public agencies to benefit from the higher yields offered on large denomination securities. The PTIF is similar in nature to a money market fund, but the PTIF is subject to the Money Management Act and Rules of the Money Management Council and all investments in PTIF are considered to be in compliance with the Utah Money Management Act. The PTIF invests in corporate debt, U.S. Agency notes, certificates of deposit and commercial paper. The maximum final maturity of any security invested in by the PTIF is limited to five years. The maximum weighted average life of the portfolio is limited to 90 days. There is no maturity date on an entity's investment in the PTIF. PTIF deposits are not insured or otherwise guaranteed by the State of Utah. Participants in the PTIF pay an administrative charge on an annual basis based on the average account balance. The PTIF is operated as a service to local governments and does not generate a profit to the Utah State Treasurer.

### **Custodial Credit Risk**

The custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party. As of March 31, 2011, the Pool had amounts over FDIC insurance of \$0. As of March 31, 2011, the Pool had amounts over SIPC insurance of \$0.

As of March 31, 2011, the Pool's cash and cash equivalents and investments included the following:

	<u>2011</u>
Cash on Deposit	82,253
Utah Public Treasurer's Investment Fund:	
Held by the Pool	<u>13,621,872</u>
<b>Total Cash and Cash Equivalents</b>	<b>13,704,125</b>
Equity Investment in CRL	<u>587,267</u>
<b>Total Investments</b>	<b>587,267</b>
 <b>Total Cash and Cash Equivalents         and Investments</b>	 <b><u>14,291,392</u></b>

### **Investments**

All investments are through the Public Treasurer's Investment Fund and County Reinsurance Limited. The Pool records investments in CRL using the equity method of accounting. Investments in CRL are provided annually. The recorded value in CRL as of March 31, 2011 is as follows:

	<u>2011</u>				
	Cost/ Amortized Cost	Gross Unrealized Gains	Gross Unrealized Losses	Fair Value	Statement Value
Equity Investment in CRL	\$ 367,931	\$ 219,336	\$ -	\$ 587,267	\$ 587,267
<b>Total Investments</b>	<b>\$ 367,931</b>	<b>\$ 219,336</b>	<b>\$ -</b>	<b>\$ 587,267</b>	<b>\$ 587,267</b>

### **Interest Rate Risk**

Currently the Pool utilizes the Public Treasurer's Investment Fund (PTIF) to manage interest rate risk.

## **3. INTEREST RATES**

The interest rates for assets held with the Utah Public Treasurers' Investment Fund was .5102 as of March 31, 2011.



#### 4. INVESTMENT INCOME

Investment income is comprised of interest on securities and cash and equity in CRL.

#### 5. CAPITAL ASSETS

The capital assets and related accumulated depreciation of the Pool are:

	2011			
	Beginning Balance	Capital Acquisitions	Dispositions	Ending Balance
Land	\$ 494,446	\$ -	\$ -	\$ 494,446
Capital Assets	\$ 289,510	\$ -	\$ -	\$ 289,510
	<b>\$ 783,956</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 783,956</b>

	Beginning Balance	Depreciation Expense	Dispositions	Ending Balance
Accumulated Depreciation	\$ 183,059	\$ 5,925	\$ -	\$ 188,984

#### 6. CONTINGENCIES

The Pool is subject to litigation from the settlement of claims contested in the normal course of business. The losses from the actual settlement of such unknown claims are taken into consideration in the computation of the estimated unpaid loss and loss adjustment expense liabilities.

#### 7. REINSURANCE

Effective 2003, the Pool has purchased only specific excess coverage. The agreement provides for liability insurance in excess of a \$250,000 self-insured retention and property and crime insurance in excess of a \$250,000 self-insured retention.

Estimated claims loss liabilities are stated net of estimated losses applicable to reinsurance coverage ceded to other insurance companies of **\$2,510,961** for the multiline pool, as of March 31, 2011. However, the Pool is contingently liable for those amounts in the event such companies are unable to pay their portion of the claims.

##### Unsecured Reinsurance Recoverables

The Pool has reinsurance recoverables in the amount of **\$28,178** from its reinsurers for paid losses as of March 31, 2011.

##### Reinsurance Recoverable in Dispute

The Pool does not have any disputed balances or uncollectible funds.

#### 8. RETIREMENT PLAN

The employees are covered under multiple-employer, public employee retirement systems administered by the Utah Retirement Systems. This plan is noncontributory and includes a 401(k) plan. The Pool contributes 13.37% of employee's salaries under the plan. The Pool contributes an amount equal to the amount contributed by the employee into a 401(k) plan and/or a 457 (administered by Nationwide Retirement Solutions) plan, not to exceed 5% of the employees eligible payroll. The total retirement expense for the Pool, for the current year, as of the quarter ending March 31, 2011, was **\$34,300**.

**9. UNPAID CLAIMS, LOSSES AND LOSS ADJUSTMENT EXPENSES**

Reserves for incurred losses and loss adjustment expenses attributable to insured events, as of March 31, 2011, has decreased from the December 31, 2010 estimates by approximately **\$(2,324,589)**, as a result of reestimation of unpaid losses and loss adjustment expenses. This change is the result of ongoing analysis of recent loss development trends. Original estimates change as additional information becomes known regarding individual claims.

	<u>2011</u>	<u>2010</u>
<b>Beginning Balance</b>	<b>6,636,401</b>	<b>10,462,475</b>
Incurring Loss:		
Current Year	892,500	2,876,044
Prior Year	<u>(2,324,589)</u>	<u>(4,341,434)</u>
<b>Change in Total Incurred</b>	<b><u>(1,432,089)</u></b>	<b><u>(1,465,390)</u></b>
Paid:		
Current Year	104,006	584,493
Prior Year	<u>(1,654,174)</u>	<u>1,776,191</u>
<b>Total Paid</b>	<b><u>(1,550,168)</u></b>	<b><u>2,360,684</u></b>
<b>Balance at March 31</b>	<b><u>6,754,480</u></b>	<b><u>6,636,401</u></b>

**10. OPERATING LEASE COMMITMENT**

On September 4, 2008, the Pool entered into a seven year commitment to lease office space. The lease commenced in February 2009 at which time the Pool occupied the premises. The Pool paid **\$43,152** under the lease commitment, for the current year, as of the quarter ending March 31, 2011. Future minimum rental commitments for the building operating lease are as follows:

2011	\$ 129,456
2012	132,696
2013	136,674
2014	140,680
2015	144,866
Thereafter	<u>24,262</u>
<b>Total minimum lease payments</b>	<b><u>\$ 708,634</u></b>





## Utah Retirement Systems

Retirement Office  
560 East 200 South  
Salt Lake City, UT 84102-2021

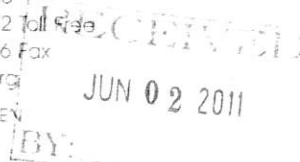
(801) 366-7700  
(800) 365-8772 Toll Free  
(801) 366-7734 Fax  
www.urs.org

ROBERT V. NEWMAN  
Executive Director

Public Employees Health Program  
560 East 200 South  
Salt Lake City, UT 84102-2004

(801) 366-7500  
(800) 365-8772 Toll Free  
(801) 366-7596 Fax  
www.pehp.org

JEFFREY L. JENSEN  
Director



TO : All Utah Retirement System (URS) participating employers with Long Term Disability (LTD) through Public Employees Health Program (PEHP)

SUBJECT: LTD Benefit Protection Contracts covering Tier 2 members

DATE: May 20, 2011

Our records indicate you currently have PEHP long term disability insurance and therefore have a Benefit Protection Contract (BPC) with URS for Tier 1 members. A BPC allows a member to continue to accrue benefits with URS during the period they are approved for LTD.

At this time, you have the option of covering Tier 2 members with your current BPC for LTD or waiving such coverage. If you decide to cover Tier 2 members under your current BPC, you will be required to pay the total contribution rate for any Tier 2 members approved for long term disability.

Each employer must complete and return this form to the retirement office no later than **June 30, 2011**. If this form is not received by **June 30, 2011**, your current BPC will default to cover all Tier 2 members.

If you have any questions, please call Carol Tilson or Mark Cain at 801-366-7770 or 1-800-695-4877.

Employer Name Utah Counties Insurance Pool

Employer Number 864

☐ Yes, the employer elects to cover all Tier 2 members under its current Benefit Protection Contract. (The employer will be required to pay the total contribution rate for all Tier 2 members approved for long term disability).

☒ No, the employer elects not to cover any Tier 2 members under its current Benefit Protection Contract. The current Benefit Protection Contract will remain unchanged for Tier 1 members.

Sonja White  
Authorized Signature (print name and sign)

07/27/2011  
Date





Utah Counties Insurance Pool  
*Supporting Your Goals Since 1992*

## **SCHEDULE OF UCIP DISCRETIONARY BENEFITS**

**UCIP will provide the benefits outlined in the UCIP Employee Manual at the rates and under the terms and conditions described within this Schedule of UCIP Discretionary Benefits. All benefits described may be amended from time to time by action of the UCIP Board of Trustees, at their sole discretion.**

### **Retirement Account Contributions**

#### **Pension Plan**

UCIP pays the required employer retirement contributions, as certified annually, into the Public Employee Local Government Retirement Program of the Utah Retirement Systems for the plan that the employee is eligible.

#### **Individual Retirement Accounts**

UCIP will provide each employee the option to participate in either or both a 401k plan administered by the Utah Retirement Systems and a 457 plan administered by Nationwide Insurance through the National Association of Counties. UCIP contributes an amount equal to the amount contributed by the employee from the employee's payroll into the 401k plan and/or the 457 plan at the employee's discretion. The total UCIP contribution to the URS 401k Plan and the Nationwide 457 Plan shall not exceed 5% of the employee's eligible payroll.

### **Health Insurance**

For the UCIP sponsored group health insurance coverage, UCIP pays 90% of the monthly premiums for employee coverage and 90% of the monthly premiums for the employee's spouse and eligible dependents coverage. The employee is responsible for all deductibles and co-payments.

### **Accidental Death and Dismemberment**

For the UCIP sponsored group Accidental Death and Dismemberment insurance coverage, UCIP pays 100% of the monthly premiums for \$50,000 of coverage for the employee.

### **Dental and Optical Insurance**

For the UCIP sponsored group dental and optical insurance coverage, UCIP pays 90% of the monthly premiums for employee coverage and 90% of the monthly premiums for the employee's spouse and eligible dependents coverage. The employee is responsible for all deductibles and co-payments.



### **Long Term Disability**

In compliance with Utah Code §49-21-101 et. Seq. as amended, Public Employees Long Term Disability Act, UCIP shall pay 100% of contributions to the fund created under the Act for all eligible Tier 1 employees, to provide benefits as provided for the Act.

### **Health Reimbursement Program**

UCIP will annually deposit \$500 into a Health Reimbursement Account for each employee. Employees may be reimbursed from their account for the cost of deductibles, co-payments and eligible unreimbursed health care expenses. Funds in the account at the end of the year will be rolled over into the account for the following year.

### **Life Insurance**

For the UCIP sponsored group life insurance coverage, UCIP pays 100% of the monthly premiums for \$50,000 coverage for the employee and 100% of the monthly premium for \$10,000 coverage for the employee's spouse and eligible dependents.

### **Auto Allowance**

UCIP provides specific employees who regularly use their personal auto for UCIP business a Monthly Auto Allowance of \$750. The employee will be reimbursed for mileage only when the mileage for a UCIP approved business trip exceeds the Mileage Reimbursement Threshold of 100 Miles round trip.

### **Cell Phone Allowance**

UCIP provides specific employees, who regularly use their personal cell phone for UCIP business, a Monthly Cell Phone Allowance of \$75.

### **Vacation**

Eligible employees with less than five years of service earn vacation leave at the rate of one day of vacation leave for every month worked (one day for each full month of service). Employees with more than five but less than ten years of service earn 1.25 days per month, and employees with ten years of service and over earn 1.67 days per month. Vacation leave may be advanced to employees with the approval of the Chief Executive Officer. Advanced leave requests of more than 12 days must be submitted to the UCIP Board of Trustees for approval. Advanced leave not earned prior to a termination will be deducted from the employee's final pay check.

Vacation hours may be carried forward to succeeding years. However, no more than 45 days (360 hours) may be accumulated. All accumulated vacation leave above 45 days will be paid to the employee at the current rate of pay at the end of the calendar year.

### **Sick Leave**

Eligible employees earn sick leave at a rate of one day of leave for every month worked (one day for each full month of service). Sick leave is earned in whole day increments only.

A limit of 75 days (600 hours) of earned sick leave may be accrued and carried forward to succeeding years. Earned or accrued sick leave exceeding this limit may be converted to additional vacation time at the rate of one day sick leave equals one-half (1/2) day additional vacation time and may either be added to the employee's accrued vacation or paid to the employee, at the rate of pay that the sick leave was earned, at the end of the calendar year.

**Discretionary Award**

Discretionary awards may not exceed \$250 per employee.







Utah Counties Insurance Pool  
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### 2010 WCF Program Premium Audit Summary

	WCF Audited Premium	WCF Deposit Premium	WCF Premium DUE	UCIP Audited Premium	UCIP Deposit Premium	Premium Due
Box Elder	\$ 92,753.17	\$ 95,520.76	\$ (2,767.59)	\$ 95,490.70	\$ 103,879.00	\$ (8,388.30)
Daggett	27,191.94	\$ 23,824.28	\$ 3,367.66	\$ 24,513.97	21,701.00	\$ 2,812.97
Duchesne	59,217.43	\$ 59,844.46	\$ (627.03)	\$ 59,217.43	60,331.00	\$ (1,113.57)
Garfield	36,796.45	\$ 32,531.98	\$ 4,264.47	\$ 33,180.66	29,572.00	\$ 3,608.66
Iron	117,670.33	\$ 118,308.81	\$ (638.49)	\$ 169,766.63	173,511.00	\$ (3,744.37)
Juab	25,997.89	\$ 30,430.45	\$ (4,432.56)	\$ 29,808.63	35,171.00	\$ (5,362.37)
Kane	36,082.91	\$ 36,765.60	\$ (682.69)	\$ 60,906.37	63,208.00	\$ (2,301.63)
Millard	77,121.74	\$ 75,129.87	\$ 1,991.87	\$ 77,121.74	75,799.00	\$ 1,322.74
Morgan	20,756.50	\$ 28,652.38	\$ (7,895.88)	\$ 18,725.81	26,060.00	\$ (7,334.19)
Plute	7,634.96	\$ 8,028.19	\$ (393.24)	\$ 10,261.43	10,971.00	\$ (709.57)
Rich	12,450.27	\$ 10,742.43	\$ 1,707.84	\$ 13,673.59	11,921.00	\$ 1,752.59
San Juan	57,637.91	\$ 65,439.48	\$ (7,801.57)	\$ 51,987.75	59,495.00	\$ (7,507.25)
Sanpete	37,433.24	\$ 29,145.03	\$ 8,288.21	\$ 37,433.24	29,221.00	\$ 8,212.24
Sevier	57,563.29	\$ 63,479.45	\$ (5,916.16)	\$ 51,909.06	57,763.00	\$ (5,853.94)
Tooele	183,098.27	\$ 181,225.88	\$ 1,872.39	\$ 165,097.54	164,864.00	\$ 233.54
Washington	191,244.35	\$ 200,554.83	\$ (9,310.48)	\$ 181,863.69	192,224.00	\$ (10,360.31)
Wayne	10,487.84	\$ 9,262.54	\$ 1,225.30	\$ 7,572.52	9,786.00	\$ (2,213.48)
Weber	425,182.44	\$ 415,656.81	\$ 9,525.64	\$ 383,409.36	378,218.00	\$ 5,191.36
UCIP	631.63	\$ 643.81	\$ (12.18)	\$ 631.63	552.00	\$ 79.63
<b>Totals</b>	<b>\$ 1,476,952.57</b>	<b>\$ 1,485,187.05</b>	<b>\$ (8,234.48)</b>	<b>\$ 1,472,571.74</b>	<b>\$ 1,504,247.00</b>	<b>\$ (31,675.26)</b>



## AFFIDAVIT OF KAY BLACKWELL

STATE OF UTAH

)

:ss

COUNTY OF SALT LAKE

)

Kay Blackwell, being duly sworn upon oath, deposes and says:

1. That the affiant has personal knowledge of the matters hereinafter referred to in this Affidavit.
2. That the Affiant, on or about the 21 day of July, 2011, presided over a meeting of the Utah Counties Insurance Pool Board of Trustees, an open and public meeting within the provisions of Chapter 4, Title 52, Utah Code Annotated, 1953, as amended.
3. That a quorum of the Utah Counties Insurance Pool Board of Trustees was present and at least two-thirds of the members present, voted to close the meeting pursuant to the provisions of Section 52-4-4, Utah Code Annotated, 1953, as amended, for the purpose of discussing the character, professional competence, or physical or mental health of an individual.
4. That the affiant was present throughout the meeting and, pursuant to the provisions of Section 52-4-7.5, the affiant does hereby affirm that the sole purpose for closing the meeting was to discuss the character, professional competence, or physical or mental health of an individual or individuals.

FURTHER, Affiant saith not.

DATED this 21 day of July, 2011.



KAY BLACKWELL, President  
Utah Counties Insurance Pool

On the 21 day of July, 2011, personally appeared before me Kay Blackwell, who, after being by me duly sworn, deposed and said that the information contained in the above and foregoing Affidavit is true and correct.



NOTARY PUBLIC

My Commission Expires:

4/18/2014

